

# Online Renewal Instructions

Go to website <http://finance.ky.gov/bpg>

Click on board you are licensed under on right of page

Click on online renewal in middle of page

Click on license renewal on bottom of page

Key in Social Security Number

Key in license number (Not including KY, it is provided for you)

Click on renew license

Change any necessary information such as: address, phone number, email address, etc.

Click finished this will take you to the payment screen

**Please note: If you have passed your expiration date you will be charged a late fee during the grace period. After December 29<sup>th</sup> you will not be able to renew online and will need to submit a reinstatement form and payment to this office. Please contact your board administrator at 502.564.3296 ext. 240.**